

Quotation Request //

US Government Publishing Office

San Antonio Regional Office
1320 Truemper Street,
Lackland AFB TX 78236-

JACKET:556-251

Quotations are Due By:

(Eastern Time)11:00 AM on 07/01/2021

Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>

Contractor must provide mandatory W-9 form before GPO makes payment.

TITLE: Third Party Collection DD Form 2569

QUANTITY: 7000 Forms

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote

(<https://contractorconnection.gpo.gov/OpenJobs.aspx>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to San Antonio Office at 202-717-2492.

TRIM SIZE: .

17" x 11"

PAGES: .

4 pages- 2 part NCR forms, face only

SCHEDULE:

Furnished Material will be available for pickup by 07/01/2021

Deliver complete (to arrive at destination) by 07/12/2021

F.O.B. destination

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

Two (2) Part Carbonless set prints face only, flat size 14" x 11", print in Black Ink type and rule matter. Sets are Landscape style. After printing, fold to size 8.5" x 11" with text matter face out. Forms must register and hold together as a set. Edge glue along the entire 17" top dimension. Fan apart or equal. DO NOT DRILL. Quantity 7,000 sets.

MATERIAL FURNISHED: Contractor to receive. PDF format and Purchase order will be emailed or uploaded to contractor's secured FTP site.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file processing must be reported to the contract administrator within 24 hours of receipt of the Government furnished material.

The contractor shall create or any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy, and return both files back to the ordering agency.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
JCP Code* O80, White Carbonless Bond, Basis Size 17 X 22" Basis Weight 20

JCP Code* O80, Pink Carbonless Bond, Basis Size 17 X 22" Basis Weight 20

Carbonless Bond

Part 1 - White Chemical Trans CB

Part 2 - Pink Chemical Trans CF

COLOR OF INK:

Black

PRINT PAGE: One Side Only

MARGINS: Adequate Gripper.

PROOFS:

Contractor to email an Adobe Acrobat PDF proof to claudia.castaneda.civ@mail.mil and rmartinez@gpo.gov on July 6, 2021. Contractor to submit one Press Quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Contractor must call Claudia Castaneda at (915) 742-2876 to confirm receipt of proof, which will be evaluated within one workday upon receipt.

Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

NOTE: The day the email is sent is not the first workday.

1 proofs will be withheld not more than 1 workdays from receipt in the department to when they are made available for pickup at the department.

CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN 'OK TO PRINT'.

Send/Deliver proofs and all furnished material to Agency at address indicated in the paragraph above.

PACKING:

Keep lots separate, pack snug in cartons and Use GPO label on outside end of each carton.

Shrink Film Pack Suitable in units of 500. Pack NTE 40 lbs. per shipping container.

DISTRIBUTION:

Deliver via traceable means, INSIDE DELIVERY, to: (Print 7,000 sets)

William Beaumont Army Medical

Attention: Claudia Castaneda 915-742-2876

5005 N Piedras St.

Bldg 7777, Room 1065

El Paso, TX 79920

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instructions for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

NOTE: Vendors are expected to submit invoices within 30 days of job shipping/delivery.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>

COMPLIANCE REPORTING: Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment, if applicable) for delivery schedules in accordance with the contract requirements by faxing to COMPLIANCE at efaxsanantonio@gpo.gov or at 800-865-5193. Personnel receiving the fax will be unable to respond to questions of a technical nature.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Digital output

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

Attachment(s): NONE